**TENDER NOTICE**

**FOR**

**OUTSOURCING OF MANPOWER**

**FOR TRAUMA CENTRE, IMS, BHU, VARANASI**

**Dated: 04th March 2014**

**TENDER NOTICE**

Tenders in sealed cover are invited under **two-bid** system from reputed, experienced and financially sound Manpower Agencies on behalf of the Director, Institute of Medical Sciences, BHU, Varanasi, for providing manpower for Institute of Medical Sciences, BHU, Varanasi for Trauma Centre.

The interested agencies are required to submit the technical bid (qualifying bid) and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed **“Tender for Manpower for IMS, BHU, VARANASI”** and should reach at the office of **“The Director, IMS, BHU, Varanasi-221 005,** before 15:00 hrs. on or before **25.03. 2014**. The technical bids shall be opened on the same day at 16:00 hrs. at IMS, BHU, Varanasi. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from website [www.bhu.ac.in/ims](http://www.bhu.ac.in/ims). Those who download the tender document from website should enclose an additional DD for Rs 1000.00 (non-refundable) in favour of **“Director, IMS, BHU”,** payable at Varanasi, along with their tender bid in the Cover-I “Technical Bid”. The bid security (EMD) of Rs 50,000.00 (Rupees Fifty thousand only) should be paid by Demand Draft in favour of **“Director, IMS, BHU” payable** at Varanasi. The Tender Enquiry Documents are not transferable. Tender submitted without cost of Tender form will be summarily rejected

Any future clarification and/or corrigendum(s) shall be communicated through the websites / Dy. Registrar, IMS, BHU.

**DIRECTOR**

BHU

**Tender No: FPA/N-3/2013/01 dated 04th March 2014**

**TENDER DOCUMENT**

**IMS, BHU invites**

**TENDER FOR PROVIDING “MANPOWER TO IMS, BHU FOR TRAUMA CENTRE”**

**(Documents related to Eligibility Criteria)**

**TECHNICAL BID**

(In separate sealed Cover-I super scribed as “Technical Bid”)

|  |  |
| --- | --- |
| 1. Name & Address of the Tenderer Organization/Agency with phone number, email etc. and name, address and telephone/mobile number of contact office at Varanasi. |  |
| 2. Set-up of your Agency, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:  (a) Is the establishment registered with the Government? Please give details with document/evidence.  (b) Do you have Labour licence? Please provide details and attach a copy.  (c) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in Trauma Centre, IMS, BHU. |  |
| 3. PAN No. (Please attach copy) |  |
| 4. Trade Licence No. (Please attach copy) |  |
| 5. Service Tax Registration No. (Please attach copy) |  |
| 6. Acceptance of terms & conditions attached (Yes/No).  Please sign each page of terms and conditions as token of acceptance and submit as part of tender document. |  |
| 7. Power of Attorney/authorization for signing the bid documents |  |
| 8. Please submit an undertaking that no case is pending in court of Law against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions if any in the past against the Company/firm/partner. |  |
| 9. Following details of the DD/Pay Order of Rs 50,000.00 towards bid security (EMD) and a DD for Rs 1000/- [*in case tender document is downloaded from website]*.  DD/PO No.  Date:  Drawn on: |  |

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Encls:**

1. DD/Pay Order No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Terms & Conditions (each page must be signed and sealed)

3. Financial Bid.

|  |  |
| --- | --- |
| Place:…………………………………  Date:………………………………… | **(Signature of Tenderer with seal)**  Name:  Address  Phone No (O):  Fax No. (O):  E-mail: |

**FINANCIAL BID**

**(In sealed Cover-2 super scribed "Financial Bid")**

**TENDER FOR PROVIDING "MANPOWER TO TRAUMA CENTRE, IMS, BHU"**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description(Monthly Salary per unit )** | | **Name of Post** | | | | | | | |
| **Clerk-cum Computer Asstt** | **Chowkidar-cum-Helper** | **DY. Nursing Superintendent** | **Asstt. Nursing Superintendent** | **Sister Incharge** | **Staff Nurse Grade1 &2 /Ward Master** | **Ward Sahayak** |
| Rs. 11,630/- | Rs. 8,610/- | Rs.25,000/- | Rs.22,000/- | Rs.21,000 | Rs.20,390/- | Rs.10.570/- |
| **Number of personnel's required** | | 10 | 05 | 01 | 03 | 20 | 150 | 40 |
| **Qualification required** | |  |  |  |  |  |  |  |
| **Total Consolidated Salary Per Month** | | Rs. ,16,300/- | Rs. 43,050/- | Rs.25,000/- | Rs.66,000/- | Rs.42,0000/- | Rs.30,58500/- | Rs.42,2800/- |
| **Consolidated Salary**  **For All Post** | | **Rs. 41,51,380/-** |
| **Service Charge @** | **%**  **In Rs.** |  |
| **Total Amount Rs.** | |  |
| **Service Tax @12.36%** | |  |
| **Total Chargeable Amount Per Month** | |  |

The monthly salary is inclusive of all statutory obligations like ESI, EPF, EDLI, etc, compliance of which is mandatory or agency/tendered. Employer’s contribution, where ever applicable shall be borne by agency.

IMS, BHU reserves the right to reduce or enhance the manpower as per its requirement.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms &conditions contained herein and undertake myself/ourselves to abide by them.

Note:

1. No other charges would be payable by Client.
2. There would be no increase in rates during the Contract period.

Place :…………………..( Signature of Bidder with seal)

Date………………….....….Name:

Seal :

Address

Phone No(o):Fax No.(o):E-mail:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description(Monthly Salary per unit )** | | **Name of Post** | | | | | | | | |
| **Ward Sahayika** | **Stretcher Bearer** | **O.T Assistant** | **OT. Technician (OT-CUM-Anaesthesia Attendant)** | **Sanitary Inspector** | **Social Worker** | **Physiotherapist** | **Occupational Therapist** | **TA OT &**  **Anaesthesia** |
| Rs.10,570/- | Rs.10,570/- | Rs.11,630/- | Rs.10,570/- | Rs.11,630/- | Rs.20,390/- | Rs.17,070/- | Rs.17,070/- | Rs.12,690/- |
| **Number of personnel's required** | | 20 | 10 | 10 | 10 | 01 | 02 | 04 | 02 | 04 |
| **Qualification required** | |  |  |  |  |  |  |  |  |  |
| **Total Consolidated Salary Per Month** | | Rs. 2,11,400/- | Rs.1,05,700/- | Rs.1,16,300/- | Rs.1,05,700/- | Rs.11,630/- | Rs.40,780/- | Rs.68,280/- | Rs.34,140/- | Rs.50,760/- |
| **Consolidated Salary**  **For All Post** | | **Rs. 7,44,690/-** |
| **Service Charge @** | **%**  **In Rs.** |  |
| **Total Amount Rs.** | |  |
| **Service Tax @12.36%** | |  |
| **Total Chargeable Amount Per Month** | |  |

The monthly salary is inclusive of all statutory obligations like ESI, EPF, EDLI, etc, compliance of which is mandatory or agency/tendered. Employer’s contribution, where ever applicable shall be borne by agency.

IMS, BHU reserves the right to reduce or enhance the manpower as per its requirement.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms &conditions contained herein and undertake myself/ourselves to abide by them.

Note:

1. No other charges would be payable by Client.

2. There would be no increase in rates during the Contract period.

Place :…………………..( Signature of Bidder with seal)

Date………………….....….Name:

Seal :

Address

Phone No(o):Fax No.(o):E-mail

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description(Monthly Salary per unit )** | | **Name of Post** | | | | | | | | |
| **Radiographer** | **Jr.Engineer (Elec)** | **Jr.Engineer**  **(Mech)** | **Workshop Asstt.(Elect)** | **Workshop Asstt. (Electronic)** | **Workshop Asstt.(Plumber)** | **Mason Civil Works** | **Electronic Technician** | **Instrument Helper** |
| Rs.10,880/- | Rs.17,070/- | Rs.17,070/- | Rs.10,570/- | Rs.10,570/- | Rs.10,570/- | Rs.10,570/- | Rs.10,570/- | Rs.8,610/- |
| **Number of personnel's required** | | 04 | 01 | 01 | 02 | 01 | 01 | 01 | 01 | 02 |
| **Qualification required** | |  |  |  |  |  |  |  |  |  |
| **Total Consolidated Salary Per Month** | | Rs. 43,520/- | Rs. 17,070/- | Rs. 17,070/- | Rs.21,140/- | Rs.10,570/- | Rs.10,570/- | Rs.10,570/- | Rs.10,570/- | Rs.17,220/- |
| **Consolidated Salary**  **For All Post** | | **Rs. 1,58,300/-** |
| **Service Charge @** | **%**  **In Rs.** |  |
| **Total Amount Rs.** | |  |
| **Service Tax @12.36%** | |  |
| **Total Chargeable Amount Per Month** | |  |

The monthly salary is inclusive of all statutory obligations like ESI, EPF, EDLI, etc, compliance of which is mandatory or agency/tendered. Employer’s contribution, where ever applicable shall be borne by agency.

IMS, BHU reserves the right to reduce or enhance the manpower as per its requirement.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms &conditions contained herein and undertake myself/ourselves to abide by them.

Note:

1. No other charges would be payable by Client.

2. There would be no increase in rates during the Contract period.

Place :…………………..( Signature of Bidder with seal)

Date………………….....….Name:

Seal :

Address

Phone No(o):Fax No.(o):E-mail:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description(Monthly Salary per unit )** | | **Name of Post** | | | | | | | | |
| **Generator Operator** | **Generator Helper** | **AC Operator** | **AC Helper** | **Laundry Assistant** | **Telephone Operator Cum Lineman** | **Workshop Asstt. (Medical Gas)** | **Medical Gas Pipeline Helper** |
| RS.10,880/- | Rs.8,610/- | Rs.10,880/- | Rs.8,610/- | Rs.10,570/- | Rs.10,570/- | Rs.11,630/- | Rs.10,570/- |
| **Number of personnel's required** | | 02 | 02 | 03 | 02 | 02 | 02 | 02 | 03 |
| **Qualification required** | |  |  |  |  |  |  |  |  |
| **Total Consolidated Salary Per Month** | | Rs.21,760/- | Rs.17,220/- | Rs.32,640/- | Rs.17,220/- | Rs.21,140/- | Rs.21,140/- | Rs.23,260/- | Rs.31,710/- |
| **Consolidated Salary**  **For All Post** | | **Rs. 1,86,090/-** |
| **Service Charge @** | **%**  **In Rs.** |  |
| **Total Amount Rs.** | |  |
| **Service Tax @12.36%** | |  |
| **Total Chargeable Amount Per Month** | |  |

The monthly salary is inclusive of all statutory obligations like ESI, EPF, EDLI, etc, compliance of which is mandatory or agency/tendered. Employer’s contribution, where ever applicable shall be borne by agency.

IMS, BHU reserves the right to reduce or enhance the manpower as per its requirement.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms &conditions contained herein and undertake myself/ourselves to abide by them.

Note:

1. No other charges would be payable by Client.

2. There would be no increase in rates during the Contract period.

Place :…………………..( Signature of Bidder with seal)

Date………………….....….Name:

Seal :

Address

Phone No(o):Fax No.(o):E-mail:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description(Monthly Salary per unit )** | | **Name of Post** | | | | | | | | |
| **Lift Operator** | **Medical Record Keeper** | **Statistical Asstt. (Medical Record)** | **Ambulance Driver** |  |  |  |  |
| Rs.10.570/- | Rs.17,070/- | Rs.17,070/- | Rs.11,630/- |  |  |  |  |
| **Number of personnel's required** | | 05 | 02 | 01 | 09 |  |  |  |  |
| **Qualification required** | |  |  |  |  |  |  |  |  |
| **Total Consolidated Salary Per Month** | | Rs.54,400/- | Rs.34,140 | Rs.17,070/- | Rs.104670/- |  |  |  |  |
| **Consolidated Salary**  **For All Post** | | **Rs. 2,10,280/-** |
| **Service Charge @** | **%**  **In Rs.** |  |
| **Total Amount Rs.** | |  |
| **Service Tax @12.36%** | |  |
| **Total Chargeable Amount Per Month** | |  |

The monthly salary is inclusive of all statutory obligations like ESI, EPF, EDLI, etc, compliance of which is mandatory or agency/tendered. Employer’s contribution, where ever applicable shall be borne by agency.

IMS, BHU reserves the right to reduce or enhance the manpower as per its requirement.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms &conditions contained herein and undertake myself/ourselves to abide by them.

Note:

1. No other charges would be payable by Client.

2. There would be no increase in rates during the Contract period.

Place :…………………..( Signature of Bidder with seal)

Date………………….....….Name:

Seal :

Address

Phone No(o):Fax No.(o):E-mail:

**(To be made on Rs 100.00 Non Judicial Stamp Paper)**

**DRAFT AGREEMENT FORMAT**

This agreement is made at Varanasi on the \_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_ Two thousand Fourteen between The Banaras Hindu University, Varanasi, 221005 **acting through The Registrar, BHU, Varanasi, having its office BHU, Varanasi – 221005** (*hereinafter* called **‘Client’** which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part.**

**Second Part**

**M/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** having its registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(*herein after* called the **‘Agency’** which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the ‘Client’ is desirous to engage the ‘Agency’ for providing Manpower for Trauma Centre, IMS, BHU at Varanasi on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel deployed in Trauma Centre, IMS, BHU. The Client shall have no liability in this regard.

2. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel deployed by it at IMS, BHU site. The Client shall have no liability in this regard.

3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.

4. The contract can be terminated by giving one month notice on either side.

5. In case of non-compliance with the contract, the Client reserves its right to:

a. revoke the contract; and / or

b. Impose penalty up to 10% of the Total Annual Value of contract

6. Security Deposit equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order / Demand Draft or Bank Guarantee shall be furnished by the Agency at the time of signing of the Agreement.

7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed at Trauma Centre, IMS, BHU.

8. The personnel provided by the Agency shall not claim to become the employees of IMS, BHU and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment at Trauma Centre, IMS, BHU.

9. There would be no increase in rates payable to the Agency during the contract period as mentioned is pera14 of this Agreement

10. The Agency also agrees to comply with Terms and Conditions container in Annexure appended to this Agreement and amendments thereto from time to time.

11. Decision of The Vice Chancellor in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.

12. The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise.

13. In case of any dispute between the Agency and Client, The decision of the Vice Chancellor shall be final Dispute if any arises shall be entertained by the Local court at Varanasi

THIS **AGREEMENT** will take effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Two thousand fourteen and shall be valid for one year.

**IN WITNESS WHEREOF** both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Varanasi in the presence of the witness

|  |  |
| --- | --- |
| For and on behalf of the **‘Agency’**  Signature of the authorized Official  Name of the Official  Stamp / Seal of the **‘Agency’**  SIGNED, SEALED AND DELIVERED  By the said\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on behalf of the **‘Agency’** in presence of  Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | For and on behalf of the **BHU’**  Signature of the authorized Official  Name of the Official  By the said  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  on behalf of the **BHU** in presence of  Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEXURE**

**TERMS & CONDITIONS OF CONTRACT**

(Annexure to Agreement)

**A. Scope of Work:**

The Agency shall provide Manpower at Trauma Centre, IMS BHU by deploying adequately trained and well disciplined personnel having fair command on Hindi & English in respect of the following categories, brief description of the scope of work mentioned against each:-

| **S. No.** | **Description** | **Scope of work** | **Qty** | **Person Per Month** |
| --- | --- | --- | --- | --- |
| 1. | **Clerk-cum- Computer Asstt.** | Day to day office work, maintain store, purchase, leave of teaching, non-teaching staff and Residents, filing, noting, drafting, Computer typing and prepare data sheet of patients as required, Any other duty that may be specified by the authority from time to time. | 10 | -do- |
| 2. | **Chowkidar cum Helper** | Punctually at the approved area, alert throughout the period of duty and perform the duties diligently and with vigilance, responsible for the security of buildings, equipment and patients in the section allotted to him, check that all doors and windows which have to be kept locked during the non-working hours of the hospital are securely locked, check daily and see that the fire fighting equipment is kept in good working condition and take, immediate stops in fire fighting in case there is an incident of fire, go round the area allotted to him to see that no unauthorised persons are in the premises and prevent unauthorized movement of personnel, equipment and supplies, expeditiously deliver the outgoing mail to the addresses and post office and bring the incoming mail from the post office and other officers, assist in moving stores from one place to another within the hospital when ordered by responsible personnel, move stores from and to the hospital or go to bank to cash cheques etc., assist in packing parcels, closing and stamping of letters, whenever necessary and authorised by the responsible personnel he will also do the duties of a chowkidar or a gate peon, take only half an hour for his mid-day lunch and promptly return to duty after the lunch break, do such other duties as may be allotted to him by hospital authorities. | 05 |  |
| 3. | **Asstt. Nursing Supdt.** | General supervision of the nursing care given to the patients and all nursing activities within the nursing unit, cleanliness and order in the department and environment, regular rounds in his/her department including OPD and night rounds, receiving reports from the night staff regarding the nursing care of the patient at night, Analysing/evaluating the kind and amount of nursing services required in his/her unit, rotation of the nursing staff in his/her department to ensure good nursing care, staff meeting with the departmental staff, planning in cooperation with the sisters of the each unit for effective administration, interpreting the principles of good management to ward sister especially to those who are inexperienced and orientating them to apply these principles to their daily work, helping the ward sister to ensure supplies and equipment and rechecking their use and care, acting as the public relations officer for the unit and deal with problems if any specially with the Class IV staff and patient’s attendants, keeping the information of the needs of the nursing unit and of any special problem, to plan and implement a proper orientation for all new personnel posted to his/her department, helping the authority in the office work if necessary, participation in staff education, staff meeting and other professional activities, any other duty delegated by the authority. | 03 |  |
| 4. | **Sister Incharge** | Admission and discharge of patients, efficient nursing care, personal comfort and toilet of patients, administration of drugs and treatment, observation and recording, patients’ diet, rounds with medical staff, assistance to medical staff in examination of patients and treatment, assistance at or supervision of clinical investigations, pre-operative and post-operative care, maintenance of patients records, care of patients personal effects in accordance with hospital rules, following of prescribed rules regarding accident or death of a patient, giving and receiving reports, information to relatives and friends, intimation to authority of any special emergency in the ward, assignment of work and arrangement of duties by taking roll calls of nursing and domestic staff, cleanliness of ward, its annexes and environments, Linen and ward equipment – up-keep and repairs, custody of dangerous drugs, record of their administration, indents for drugs, surgical supplies, stores, diets, maintenance of stock registers, inventories, interpretations of hospital policies and regulations and their implementation, investigation of complaints, issue of stores etc., control of visitors, round with medical staff, taking round special visitors, participation in staff education and staff meetings, participation in professional activities, any other duty as may be specified from time to time. | 20 |  |
| 5. | **Staff Nurse Gr.I & II/Ward Master** | Admission and discharge of patients, assistance and instructions to patients and their relations, bathing patients including daily care of mouth, nails and pressure points, four hourly or more frequent attention to pressure points, giving and removing of bed pans and urine pots, giving and removing of hot water bottles, bed making, feeding of patients, distribution of diets, milk etc., administration of medicine, administration of injections, assistance in administration of intravenous injections, preparing for injections and clearing up, recording of medicines and injections given, taking and charting TPR, round with doctor, technical procedures e.g., enema, catheterization, catheterization, dressings, irrigations, oxygen therapy, preparing for and clearing up after procedures, preparation for and assistance in clinical tests and medical procedures, Pre-and post-operative care, urine testing, collecting labelling and despatching of specimens, escorting patients to and from departments, giving and receiving reports, handing over and taking charge of shift, keeping the ward clean and tidy, preparation of surgical supplies, bandages, splints, routine care and cleaning of dressing trolleys, cupboards, apparatus, makintosh etc., care of clean and soiled linen, disinfection of linen, beds, floor and bed pans, any other duty that may be assigned from time to time. | 150 |  |
| 6. | **Ward Sahayak/ Sahayika** | Receive the patients on admission and assist the patient is getting into or out of the bed, attend to the personal hygiene of patients, washing and cleaning teeth, changing clothing, giving enema etc., prepare the patients for operations, laboratory, X-ray and other investigations, transport patients to various departments in the hospital, help in feeding patients and giving drinking water to patients and washing utensils, assist the nurse in handling and observation of patients and in simple basic nursing procedures, assist the nurse or doctor in diagnostic and treatment procedures, assist in collection and handling of pathological specimens, assist the nurse in receiving supplies by running errands to other departments of the hospital and in carrying messages to other departments and individuals in the hospital, make beds for ambulatory patients and assist the nurse in making beds of non-ambulatory cases, assist the nurse in getting supplies from the laundry, disinfecting mattresses and despatching dirty linen to the laundry, clean and do dusting of beds, doors, windows and other furniture, assist in debugging and post control of wards, wash walls and doors in wards, assist in sterilization of instruments, appliances and dressings and dressing of post-operative wounds, render first aid to patients in case of emergency, prepare dead bodies, arrange their transportation to the mortuary and assist in terminal disinfection, do any other duty that may be assigned to him/her. | 60 | -do- |
| 7. | **Stretcher Bearer** | Will accompany the drivers of the ambulances and bring the weak and feeble patients to the ambulance and carry the patients required to be admitted in the hospital to the various wards/departments of the hospital, will carry patients for X-ray and laboratory investigations, will perform such other duties as may be assigned from time to time by the hospital authorities. | 10 | -do- |
| 8 | **O.T. Technician** | Supervising the working of the domestic staff working in the operation theatre and recovery room, bring responsible for storage, maintenance and accounting of instruments, tables and other supplies belonging to the operating theatre and recovery room, taking adequate precautions against fire and other hazards, keeping the emergency outfit up-to-date and in good working order in the theatre, supervising cleanliness and maintenance of operating theatre, seeing to the proper sterilization of instruments, linen and other appliances before use, seeing to the testing of electric equipment by the electrician periodically and descaling of, ensuring aseptic conditions in clean theatres, helping in arranging conveyance of patients to and from the operating theatre, doing any other duty as may be specified by hospital authorities. | 20 | -do- |
| 9 | **Social Worker** | To participate in training of Medical Graduates and Postgraduates, research and socio service programme of the Department and to motivate the community people to avail of various health and welfare facilities and to educate the community through mass media and arrange health care programme for the community, Data collection and such other jobs that may be assigned to them by the authority. | 02 | -do- |
| 10 | **Workshop Assistant** | Shall maintain the Workshop equipments in working orders, shall keep the record of students, laboratory/workshop journals etc., shall operate the machinery and other equipment and shall be required to do such other work as assigned to him/her by the authority | 07 | -do- |
| 11 | **Generator Operator** | Start and operate the electric generators and other necessary switches to ensure proper electric supply, to keep proper records of consumption of various materials including Fuel oil, lubricating oil and other spare parts etc., to inform sufficiently in advance the requirements of all materials needed for satisfactory running of the generators, to keep proper log books of the energy generators and any faults detected, to carry out necessary repairs to the electrical installation under his/her charge, to assist/help other skilled personnel, to keep tools and other materials in clean and working order, to carry out any other duties as required | 02 | -do- |
| 12 | **Generator Helper** | To assist the General Operator , shall maintain cleanliness of instruments, machines, tools etc. and their surroundings in their place of work as instructed, shall do other unskilled jobs such as earth work, movement of machines/materials etc. as required and any other miscellaneous work as assigned. | 02 | -do- |
| 13 | **Radiographer** | Taking diagnostic radiographs of patients as required by medical officers, advising patients or ward staff regarding preparation of patient before X-Ray, Developing and drying the exposed X-Ray films, Loading cassettes with X-Ray films, Storing unexposed X-ray film properly, Keeping account of X-ray films and other supplies, maintaining record of X-ray reports of the patients referred, sending radiographs and the opinions of the Radiologist to the department concerned, receiving back the X-ray films after the discharge of the patient and filing them in such a way that retrievation is easy, taking precautions to protect himself, patients and other workers of the department from the hazards of X-ray, assisting the Radiologist in the deep X-ray treatment, assisting the Radiologist in the training of X-ray technicians, wearing the film badge at all times of working in the department, Carrying the portable X-ray apparatus to other departments of the hospital and taking the radiographs of patients seriously ill, Keeping the premises of the department clean and adequately stocked with forms and stationary required, maintaining cordial public relations, performing duties as may be assigned by the hospital authorities | 04 | -do- |
| 14 | **Medical Gas Pipe Line Helper** | Shall maintain the cleanliness of the instruments, machines, tools etc. and their surroundings in their place of work as instructed, shall help other staff in installation, removal, movement of machines and materials etc. as required, routine operation of machines/pumps and other equipment entrusted and their maintenance like oiling, cleaning etc. under the supervision of skilled personnel and any other miscellaneous work as assigned to him. | 03 | -do- |
| 15 | **Statistical Assistant (Medical Record)** | Disposal of all letters received in the department, maintenance of files for different subjects dealt with in the department, scrutiny of statistical returns compiled by the Admission and Discharge Analysis Desk and the Medical Statistics Desk, Forwarding of statistical returns to the DGHS and other agencies, Control of furniture, linen and stationary items through proper inventory, preparation of monthly indents for these items, Supervision of the department work in the absence of Medical Record Officer, Participation in the training programme of the department | 01 | -do- |
| 16 | **Medical Record Keeper** | Compilation of data for research from records, preparation of statistical reports, review of medical records to ensure presence of all component parts, coding diseases and operations according to the accepted classifications, maintenance of indexes according to the planned procedures, preparation of Daily Hospital Census, analysis of records of discharged patients, Analysis of admissions, compilation of monthly and annual statistical reports, computation of rates, percentages etc., maintenance of Birth Registers, maintenance of Death Registers, Scrutiny of Birth and Death Reports received from the wards, supervision of Incomplete Records Control Desk, Supervision of Filing Area, Instructing new employees in the procedures of their jobs, checking the work of employees directly under his supervision, taking records to courts, attending to medico-legal works while working in the Medical Record Section. | 02 | -do- |
| 17 | **Lift Operator** | To maintain the functioning of lift and any other work as assigned by him | 05 | -do- |
| 18 | **Ambulance Driver** | To handle heavy/light vehicle as per the direction of hospital authority | 09 | -do- |

The Agency shall ensure that the engaged manpower, as per the description, not only performs within its requisite scope of work and but also ensure maintenance, upkeep & safety of the Complex, Stores, Furniture etc. as well as harmonious and cordial relationships with the employees, visitors, guests or any other persons within the complex / premises. The Agency will be held responsible to any illegal action by the deployed personnel.

Their deployment will be in general shift or round the clock in 3 shifts at the Trauma Centre, IMS-BHU. The Agency will provide to all deployed personnel Identity Cards. The Agency will also ensure that engaged manpower should maintain vigil and remain alert on respective official performances. The requirement of manpower in above defined categories or in additional categories may increase or decrease during the initial period of contract also.

**B. Eligibility Criteria:**

1. The Bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, who possess the required valid licenses, registration document etc as per The law and should remark valid till completion of the period cultrate.

3. Conditional bids shall not be considered and will be out rightly rejected in very first instance.

4. The bidder should have their registered office / branch in Varanasi. If not, an office should be opened in Varanasi within 30 days of the award of work.

5. There should be no criminal case pending in court of law against the Proprietor / Firm / Partner or the Company (Agency).

6. Valid Licence issued by Regional Labour Commissioner, Govt. of India or should give an undertaking that the bidder would obtain it positively within 90 days of the award of the work.

*If the bidder fails to obtain the valid license within the stipulated period, for whatsoever reason, this Agreement shall automatically stand terminated and the client shall be at liberty to recover losses, if any, from the Security Deposit / EMD of the bidder.*

7. Following documents attached along with the Technical Bid, should be duly attested by (Group “A” Gazetted Officers of the Government of India or State Governments) *failing which* the bid shall be liable to be rejected:

* Copies of Labour Legislations?
* Copy of PAN/GIR, Trade Licence, Service Tax Registration.

**C. Information and Conditions relating to Submission of Bids**

1. The initial period of contract shall be for 12 months that may be extended by two years, one year at a time depending on performance of the Agency and the satisfaction at discretion of the Director, IMS, BHU or the authority competent for it.

2. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from Websites [www.bhu.ac.in/ims](http://www.bhu.ac.in/ims). Bidders should enclose a DD for Rs 1000/- in favour of **“Director, IMS, BHU”,** payable at Varanasi, along with their bid in the Cover-I containing “Technical Bid”.

3. The interested agencies are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing **“Technical Bid”** and sealed Cover-II containing **“Financial Bid”** should be placed in a third sealed cover super scribed **“Tender for Manpower”** should reach IMS, BHU before 15:00hrs on or before  **2014** . The Technical bids shall be opened on the same day at 16:00hrs at IMS, BHU in presence of the bidders or their authorized representatives who choose to remain present.

4. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions.

5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid application must be signed by the person authorized to sign the tender bids.

6. The bidder shall pay Bid Security Earnest Money Deposit (EMD) of Rs 50,000.00 (Rupees Fifty thousand only) along with the Technical Bid by Demand Draft in favour of “Director, IMS, BHU” drawn on any Nationalized Bank / Scheduled Bank and payable at Varanasi. Bids received without (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage.

7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.

8. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to 10% of Annual Contract value towards Security Deposit by way of demand draft in favour of “Director, IMS, BHU” drawn on any Nationalized Bank / Scheduled Bank and payable at Varanasi. Bank Guarantee Bond of a scheduled bank in the prescribed format is also acceptable in this regard.

9. The EMD deposited by successful agency will be adjusted towards Security Deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited? unless time extension has been granted by BHU.

10. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the Agreement.

11. The bid shall be valid and open for acceptance of the competent authority for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.

12. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

13. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the Director, IMS, BHU shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the bidders and length of experience etc. Such decision by such authority shall be final.

The Director, IMS, BHU, The power to select on the same rate any of the willing agency(ies) found to have quoted the same rates, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily.

14. The quoted rates shall not be less than the lump sum payment / minimum wages of Govt. of India (prescribed for skilled, unskilled, highly skilled categories) as mentioned against each manpower category and shall include all statutory obligations. The rate quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI contribution etc., bonus, insurance, leave salary etc. as well as inclusive of the Agency’s service charge for providing manpower.

15. BHU reserves the right to accept or reject any or all bids without assigning any reasons. BHU also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

16. Canvassing in any form is strictly prohibited and the renderers who are found canvassing are liable to have their tenders rejected out rightly.

17. The period of the contract may be extended by two years, one year at a time after the successful / satisfactory completion of initial contract & based on the manpower requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm /Agency. This office, however, reserves right to terminate the contract without assigning any reason thereof at any time after giving one week notice to the selected service providing Company / Firm / Agency.

**Terms and Conditions:**

1. The services and provisions for the required manpower shall be provided after award of tender to the bidder.

2. The Agency shall ensure fulfilment of qualifications (academic/professional), skills, experience, age limit and other engagement conditions. The Agency will get their antecedents, character and conduct and medical health suitability verified.

3. The full particulars of the personnel to be deployed by the Agency including their names & addresses shall be furnished to the Director, IMS, BHU along with testimonials before they are actually deployed for the job.

4. The Agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Administrative Officer, at any time without assigning any reason whatsoever.

5. A local representative of Agency shall be In-charge of the manpower system and shall be responsible for the efficient rendering of the service under the contract. The local representative will ensure proper conduct by the deployed personnel and prohibition of alcoholic / any form of tobacco consumption etc. The personnel shall work under directives and guidance of the Director and will be answerable to the Director. This will, however, not diminish in any way, the Agency’s responsibility under the contract to the IMS, BHU. The local representative will also maintain the muster roll, the wages / payment register and other documents as provided in the Contract Labour Act.

6. The Agency shall provide necessary undertaking and documentary evidence in this regard.

7. A senior level representative of the Agency shall visit Trauma Centre, IMS, BHU at least once-a-week and review the service performance of its personnel. During the weekly visit, Agency’s representative will also meet the Director, IMS, BHU, officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The responsibility of transportation, food and other essential requirements in respect of each deployed personnel will be solely with the agency. The Agency will strictly ensure that any sensitive / confidential nature of information related to the organization is not divulged or disclosed to any person by the personnel deployed by it.

8. The Agency shall ensure that any replacement of the personnel, as required by the Director, IMS, BHU for any reason specified or otherwise, shall be effected promptly without any additional cost to the IMS, BHU. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Director, IMS, BHU at Agency’s own cost.

9. The Agency shall provide reasonably good uniform with Photo Identity Cards to its personnel deployed at Trauma Centre, IMS, BHU at its own cost and ensure that these cards are to be constantly displayed, maintained in good condition and their loss should be reported immediately. Entry permit for the particular Building/Block, where the personnel is actually deployed, shall be issued by Director, IMS. Incidentals for the respective categories of manpower shall be borne / supplied by the Agency at its cost.

10. The Agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IMS, BHU/ MoH&FW / Govt. of India / any State or any Union Territory.

11. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Director, IMS, BHU. Proposals for efficient functioning shall be discussed, considered and implemented from time to time by the agency with approval of Director, IMS, BHU or other competent authority.

12. The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. Gratuity, ESI etc. relating to personnel deployed by it at Trauma Centre, IMS, BHU site or for any accident caused to them and the institute shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the Director, at IMS, BHU for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications:-

(a) The Payment of Wages Act 1936

(b) The Employees Provident Fund & MP Act, 1952

(c) The Contract Labour (Regulation) Act, 1970

(d) The Payment of Bonus Act, 1965

(e) The Payment of Gratuity Act, 1972

(f) The Employees State Insurance Act, 1948

(g) The Employment of Children Act, 1938

(h) The Motor Vehicle Act, 1988

(i) Minimum Wages Act, 1948

13. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the Director, IMS, BHU and maintain liaison with the police. FIR will be lodged by The Chief Proctor BHU, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.

14. The agency shall ensure that staff appointed by them is fully loyal-to and assist the officers of Trauma Centre, IMS, BHU during normal periods as well as during other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of the IMS, BHU.

15. In case of any loss that might be caused to the IMS, BHU due to lapse on the part of the personnel discharging their responsibilities will be borne by the Agency and in this connection, Director, IMS, BHU shall have the right to deduct appropriate amount from the bill or from the Performance Bank Guarantee submitted by the contracting agency to make good such loss to IMS, BHU besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the agency, Director, IMS, BHU shall within its right terminate the contract forthwith or take any other action without assigning any reason whatsoever. Such penalties / termination shall be binding on the agency.

16. One day rest in a week shall be provided by agency to its employees. In the event of any personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.

17. As and when Director, IMS, BHU requires additional manpower strength on temporary or emergent basis, the Agency will depute such personnel under the same terms and conditions. For the same, a notice of two days will be given by the Director, IMS, BHU. Similarly, if the personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the Director, IMS, BHU shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.

18. The Agency shall arrange to maintain the daily shift-wise attendance record of the personnel deployed by it showing their arrival and departure time. The Agency shall submit to the Director, IMS, BHU an attested photocopy of the attendance record and enclose the same with the monthly bill.

19. The Director, IMS, BHU shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month by the 10th day of the month along with attendance sheet, satisfactory performance certificate duly verified by the Director, IMS, BHU and other requisites. No other charges of any kind shall be payable. No advance payment shall be made to the Agency. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

20. In case of noncompliance/non-performance of the services according the terms of the contract, the Director, IMS, BHU shall be at liberty to make suitable deductions from the bill without *prejudice* to its right under other provisions of the Contract.

21. The Agency shall be solely liable for all payment/dues of the personnel deployed by clearly specifying the deductions on account of EPF, ESI and other statutory obligations etc. The Agency shall fully indemnify IMS, BHU against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in Trauma Centre, IMS, BHU. Any complaint towards non-payment of wages, other liabilities, statutory obligations will lead to immediate termination of contract with penalty.

22. The Service Charges payable to the agency in providing the requisite manpower will be in claimed percentage of the total monthly wages payable to the manpower. In this regard, total monthly wages will be on the basis of actual deployment of manpower during the month.

22. The decision of the Vice Chancellor BHU in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

23. In case of any dispute between the Agency and the client The Vice Chancellor BHU shall have the power to decide. However all matters of jurisdiction shall be at the local courts located at Varanasi.

24. In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by The Vice Chancellor BHU. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

25. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

26. An agreement shall be signed with the successful bidder as per specimen enclosed.

***Note:*** *These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between* ***‘Client’*** *(****First Part)*** *and the* ***‘Agency’*** *(****Second Part****) and any non-compliance shall be deemed as breach of the Contract/Agreement.*